



## South Coast Air Quality Management District

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### **Instructions for Completing the SOON Compliance Plan**

This package contains documents and their electronic files necessary to complete the “compliance plan” requirement of the application. A Microsoft Excel file for *AQMD SOON Compliance Plan Fleet Worksheet* is provided to help you organize your fleet information and choose your actions on each equipment to prepare a compliance plan. If you have already used the Air Resources Board’s Diesel Off-Road On-Line Reporting System (DOORS) to report your fleet information, you may copy and paste the relevant fleet information onto the *AQMD SOON Compliance Plan Fleet Worksheet*. Make sure that you use “Value” only under “Paste Special” command. If you have not used the DOORS, additional information on the DOORS can be found at: [https://secure.arb.ca.gov/ssldoors/doors\\_reporting/reporting.php](https://secure.arb.ca.gov/ssldoors/doors_reporting/reporting.php)

To complete the compliance plan, please follow the steps in the instruction below:

- Fill out the Signature page (*AQMD SOON Compliance Plan Signature Page.pdf*).
- The Signature page will need to be submitted in hardcopy with a wet signature.
- Submit your fleet information from the DOORS electronically in Microsoft Excel format or as a hardcopy.
- Input your fleet information and your future actions out through 2015 in the worksheet (*AQMD SOON Compliance Plan Fleet Worksheet.xls*).
- Submit an electronic file of the *AQMD SOON Compliance Plan Fleet Worksheet*.

For any questions or further assistance, please call the Off-Road Mobile Source Section at (909) 396-2903.